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UNITED STATES DEPARTMENT OF AGRICULTURE
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Washington, D. C.

April 22, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. B-13

To: Washington Finance and Accounts Division and Chiefs,
Regional Fiscal Divisions

From: H. O. Hart, Chief, Accounting Management Section

Subject: Payments under Contracts Requiring Bonds

It has come to the attention of this office that contracts which require surety are being forwarded to the field prior to the time bonds are filed or certified checks in lieu thereof are deposited by the vendors, and that in some instances payments have been made under such contracts.

Bonds or certified checks will be received in Washington from the vendors by the commodity Branch which negotiated the contract. Upon determination as to adequacy by the appropriate Branch, a copy of the bond will be forwarded to the Cashier Unit of the Finance and Accounts Division for transmittal to the Treasury Department for approval. Certified checks will be deposited on Standard Form No. 1044, Schedule of Collections, by the Cashier Unit. The Accounting Management Section will receive the approved copy of the bond or an accomplished copy of Standard Form No. 1044 for attachment to the original contract.

In the future no payments shall be made under any contract which requires surety until there is attached to the contract a copy of notification of bond clearance, Standard Form No. 1044, Schedule of Collections evidencing deposit of a certified check, or advice from this office that proper surety has been furnished.

H. O. Hart

